

*****AIRFARE*****
REIMBURSEMENT

YOU ARE NOW REQUIRED TO USE YOUR GOVERNMENT CREDIT CARD TO PURCHASE AIRLINE TICKETS AND YOU WILL ONLY BE REIMBURSED IF YOU FOLLOW THE FOLLOWING PROCEDURES.

1st CONTACT TMO WITH DATES, DESIRED TIMES AND DESTINATION OF TRIP. WITHIN 1-2 BUSINESS DAYS PRIOR TO DEPARTURE, CONTACT TMO AGAIN WITH YOUR CREDIT CARD NUMBER.

2nd IF YOU ARE TDY AND NEED TO MAKE CHANGES TO YOUR EXISTING FLIGHT, CONTACT CARLSON WAGONLIT AT **1-800-468-2986** (THIS NUMBER IS ALSO ON YOUR FLIGHT ITINERARY SHEET).

3rd IF YOU ARE AT A TDY LOCATION AND NEED TO PURCHASE A TICKET CALL CARLSON WAGONLIT OR GO TO THE TMO OFFICE ON THE BASE.

165TH TMO OFFICE – (912) 966-8291 DSN 860-8291
CARLSON WAGONLIT – 1-800-468-2986

**FOR NO REASON SHOULD YOU GO DIRECTLY TO THE AIRLINES OR
ANOTHER TRAVEL AGENCY TO PURCHASE YOUR
AIRFARE – YOU WILL NOT BE REIMBURSED.**

REQUESTING AIRLINE TICKET REIMBURSEMENT

(TDYs from 21-30 days)

To receive reimbursement for airline ticket purchase only, you must complete a travel voucher and bring or fax it to the Accounting Office. A receipt for the airline ticket must be attached. You may request Airline Ticket Reimbursement prior to departure, call for details.

FAX Numbers: DSN 860-8658
Comm (912) 966-8658

We are unable to use split disbursement on this payment. Payment will be deposited into your bank account. It will be your responsibility to pay your government credit card.